

Using the MARDelivery System

National Network of Libraries of Medicine

Middle Atlantic Region

University of Pittsburgh

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What is MARDelivery?

- This is a free service for members of the National Network of Libraries of Medicine, Middle Atlantic Region (NN/LM MAR)
- MARDelivery enables libraries to send hyperlinks to ILL articles, *rather than* emailing large attachments
- MARDelivery can also be used to support local document delivery within your institution

What is MARDelivery?

- If you need to send a file that is too large to attach to an email, use MARDelivery
- If you want to access articles from a variety of computers and don't want to carry around a flash drive, use MARDelivery
- Patrons have access to articles for up to **14 days**

How Do I Request a MARDelivery Account?

- Visit: https://nnlm.gov/mar/members/regional_services
- Fill out the online application
- MAR will provide you with a username and password within 3-4 days

How Do I Access MARDelivery?

- Go to: <http://mar.hslls.pitt.edu/mardelivery>
- Click **Login**
- Enter the Username and Password provided to you by MAR

My Account



[My Account](#)

[FAQ](#)

[Upload Files](#)

[My Files](#)

[Logout](#)

File upload

Up to 1000 Mb, 50 files max

Browse...

No file selected.


Recipient's Email:

I have read and agree to the [TOS](#) ☒

Upload!

What is *My Account*?

- Under *My Account* you can see the amount of disk space used, and the URLs of files that have been sent to you
- You can also change your email and password information here
 - If you do, make sure to click **Save Settings**



The screenshot shows the 'My Account' page for the NN/LM National Network of Libraries of Medicine Middle Atlantic Region. The page header includes the NN/LM logo and the text 'National Network of Libraries of Medicine Middle Atlantic Region'. Below the header, there are links for 'My Account', 'FAQ', 'Upload Files', 'My Files', and 'Logout'. The user's username is 'hls47' and the used space is '0.00 of 49 GB'. The 'My Account Settings' section contains a table with fields for 'E-mail' (hls47@pitt.edu), 'New password', and 'Retype New password'. There is also a 'Security lock' section with a toggle set to 'OFF' and a link to 'Enable'. A 'Save Settings' button is located at the bottom of the settings section.

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[My Account](#) [FAQ](#) [Upload Files](#) [My Files](#) [Logout](#)

Username: **hls47**
Used space: **0.00 of 49 GB**

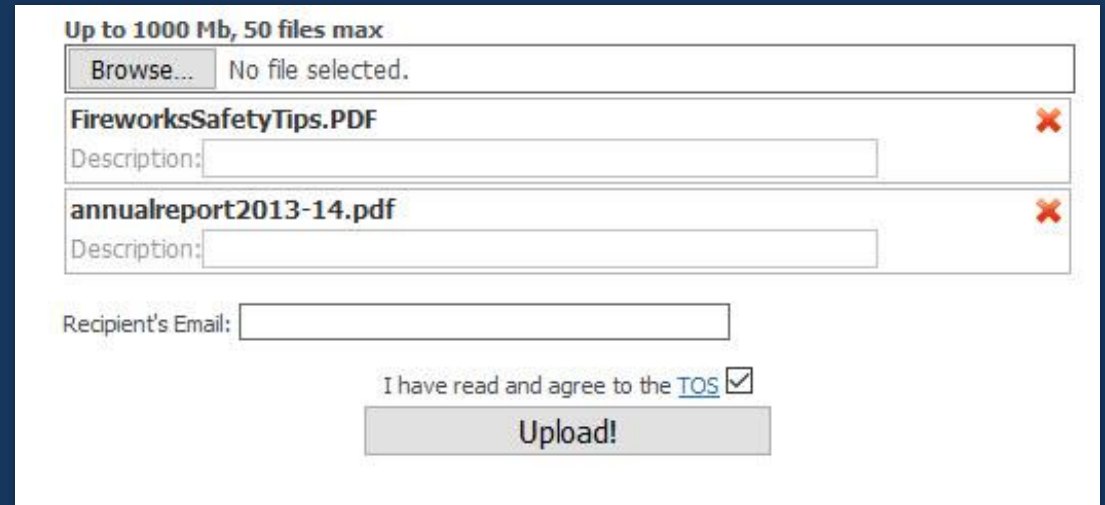
My Account Settings	
E-mail	<input type="text" value="hls47@pitt.edu"/>
New password	<input type="password"/>
Retype New password	<input type="password"/>
Security lock	OFF Enable

How Do I Save Articles?

1. Scan each article and save them in PDF format
2. Give the PDF a filename that will associate it with the request
 - Examples: a DOCLINE number or OCLC request number
3. Save the file to a location on your computer that you will remember
 - Examples: the Desktop, My Documents or a dedicated ILL folder



How do I Upload a Document?

1. From the homepage, click **Browse** and find the file you want to upload on your computer
 - Remember that you can only upload PDF files
2. Click **Open** once you have located the file to upload
3. You will see a box showing the file name
 - If you selected an incorrect file, click the **red X** and you can repeat the process to find the correct file
 - You can add additional files by clicking **Browse** again and selecting another file
 - You can also add text in the description field (optional)
4. Enter the recipient's email address
5. Make sure the Terms of Service (TOC) box is checked
6. Click **Upload**



Up to 1000 Mb, 50 files max

No file selected.

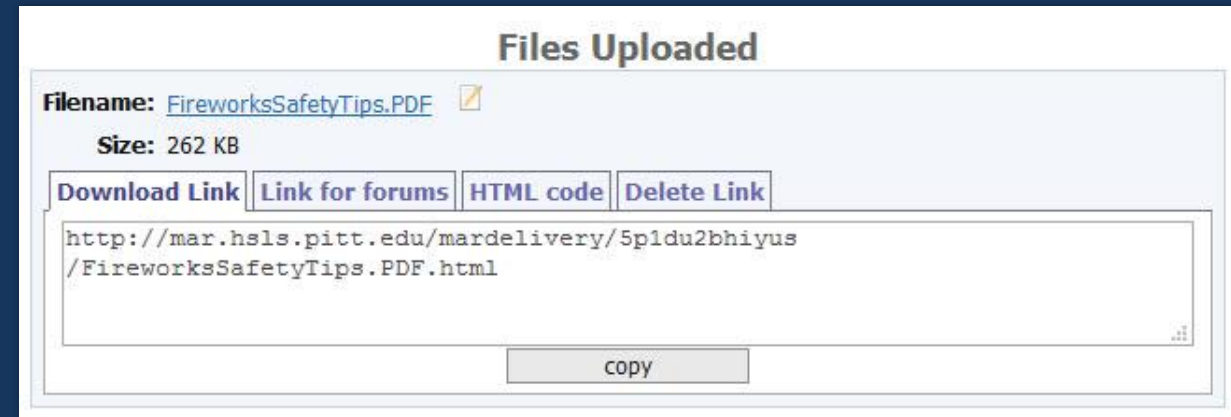
FireworksSafetyTips.PDF	
Description: <input type="text"/>	
annualreport2013-14.pdf	
Description: <input type="text"/>	

Recipient's Email:

I have read and agree to the [TOS](#) ☒

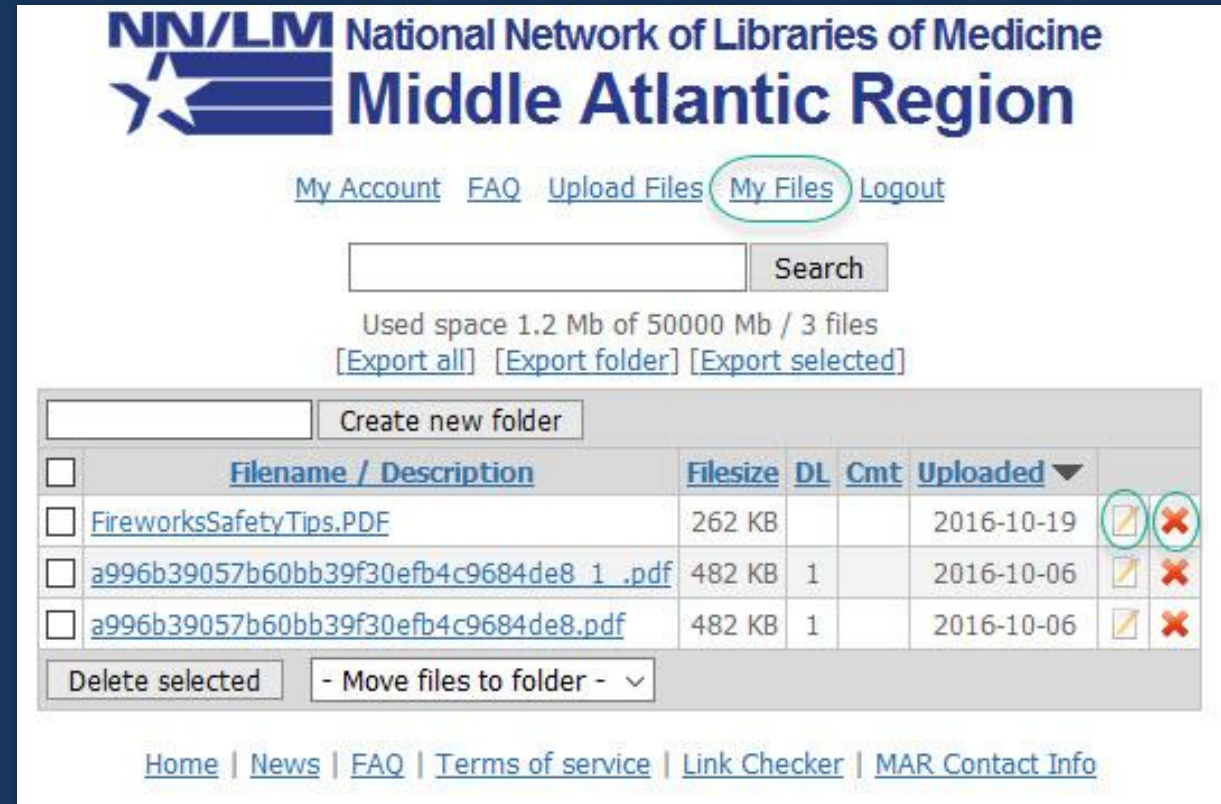
Upload Document Confirmation

- Once you have uploaded a file, you will see a **Files Uploaded** confirmation showing the URL for the file
- To upload additional files, click **Upload Files** and repeat the process



How Do I View My Uploaded Files?

- Click on **My Files** to see all of the files you have uploaded
- You will see the file names and date each file was uploaded
- NOTE: the DL field shows a number once your recipient has *downloaded* the file you sent
- To change a file description, click the **white square with a yellow line** through it
- To remove a file, click the **red X**



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Used space 1.2 Mb of 50000 Mb / 3 files
[\[Export all\]](#) [\[Export folder\]](#) [\[Export selected\]](#)

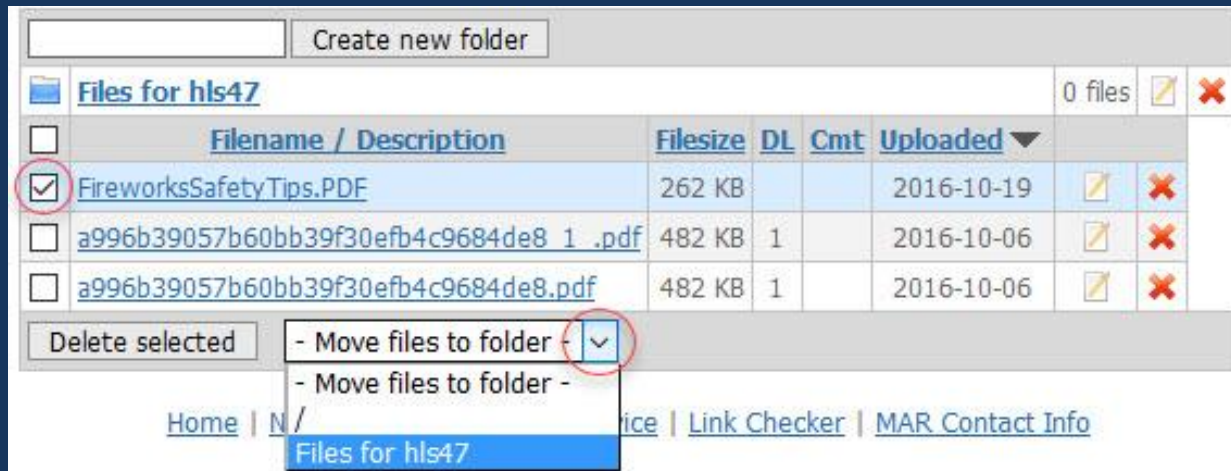
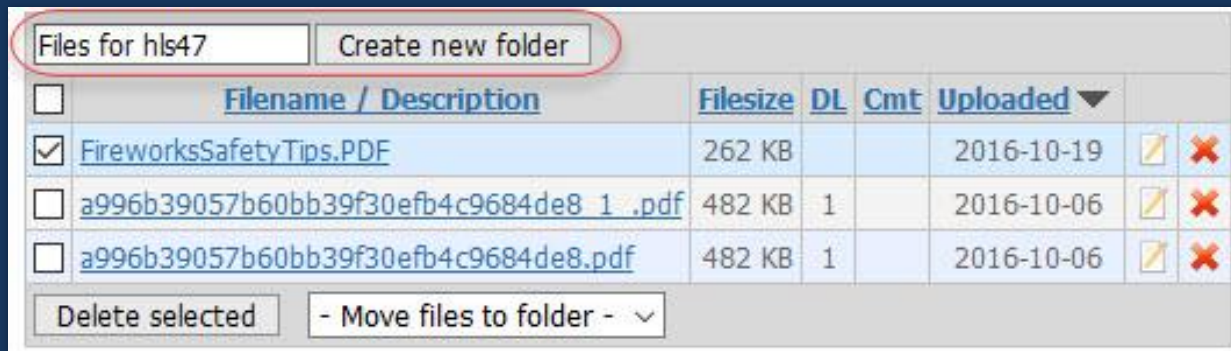
<input type="checkbox"/>	Filename / Description	Filesize	DL	Cmt	Uploaded ▼		
<input type="checkbox"/>	FireworksSafetyTips.PDF	262 KB			2016-10-19		
<input type="checkbox"/>	a996b39057b60bb39f30efb4c9684de8_1_.pdf	482 KB	1		2016-10-06		
<input type="checkbox"/>	a996b39057b60bb39f30efb4c9684de8.pdf	482 KB	1		2016-10-06		

▼

[Home](#) | [News](#) | [FAQ](#) | [Terms of service](#) | [Link Checker](#) | [MAR Contact Info](#)

Organizing Uploaded Files

- To organize files into folders, in the white box enter a folder name and click **Create new folder**- the folder name will appear at the top of the list
- To move files to a folder, click the checkbox *in front* of the file name
- Click the pull-down menu for **Move files to folder** and select the folder you want- the file will then move to that folder



More on My Files

- If you want to view the URL assigned to a file, there are two ways to see this:
 - Click on the file name and the download link will display
 - Click on one of the Export links that is appropriate and the download link will display
- To *resend* a document, use one of the above methods to find a document's URL and email the URL to the recipient

Receiving a File

- When you upload a file and send it to a recipient, they receive an email message from the MAR account
 - MAR account: nnlmmar@pitt.edu
- Included in the email is the file name, file size, a link to the download, instructions on required software for opening the file, and a copyright notice

hls47@pitt.edu has sent you the following file(s) requested through Interlibrary Loan (ILL). Please reply to hls47@pitt.edu with any comments or questions.

This service has been provided to you using the MARDelivery tool developed by the National Network of Libraries of Medicine (NN/LM), Middle Atlantic Region (MAR).

Filename:	a996b39057b60bb39f30efb4c9684de8_1_.pdf
Filesize:	482 KB
Download Link:	http://mar.hsls.pitt.edu/mardelivery/57ldsqqv97t5/a996b39057b60bb39f30efb4c9684de8_1_.pdf.html



- The article is in PDF format. So you will need Adobe Reader to access it. If you do not have Reader, instructions are provided below.
- Depending on the size of the PDF, it may take several minutes for the article to open. Please be patient.
- Once opened, save the file! This document will be removed from our server in 14 days from today's date.

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Instructions for Downloading Adobe Reader

To download a free copy of Adobe Reader, visit: <http://get.adobe.com/reader/>.

Remember where you saved the downloaded file. The easiest place is on the Desktop.

Once saved, find the file and doubleclick on it. The installation wizard will begin. Keep clicking "Next" when prompted until the installation is complete.

Questions?

- If you have concerns about whether your recipients are receiving their documents:
 - Check under My Files for the DL field to see if there is a number indicating they downloaded their file
 - If there is no number in the DL field and 1-2 business days have passed, send them an email to alert them that a file was sent from a **pitt.edu** account – they may need to check their spam folder
- Other Questions?
 - Click **FAQ** in the MARDelivery heading menu
 - Email nnlmmar@pitt.edu – we appreciate your feedback to help us improve our services!